

RECENT WORK EXPERIENCE

Scotiabank Central Mortgage Unit Senior Accounting Clerk Lv. 3	Sep 2018 - Current
The Co-operators Data Quality Representative	Jan 2017 - Feb 2018
Schaeffler Canada Inc. Production Operator - Quality Checker	Jan 2013 - Aug 2016
Long & Mcquade Music Stratford Sales Representative Lessons Administrator	June 2007 - Oct 2016

QUALIFICATIONS - HIGHLIGHTS

- Submitted efficiency idea to property insurance team at Scotiabank for processing insurance documents which resulted in savings of \$10,500 within the first year
- Obtained approximately 8 years of customer service experience
- Submitted sales ideas for instrument rentals to Long & Mcquade head office and three ideas were permanently implemented Canada-wide
- Streamlined outgoing courier tracking in the Scotiabank distribution department by setting up automated email alerts with Purolator support team
- Submitted continuous improvement idea to Scotiabank Indirect Loans team set up Excel payout information. The result was quicker payout processing and less repetitive strain injury for the whole team.

Scotiabank Internal Contact - Past Supervisors

Stephanie Fraraccio - Distribution Supervisor

Stephanie Sousa - Distribution Supervisor

Michelle Sippel - Current

EDUCATION

Ontario Institution of Audio Recording Technology	2006-2007
Stratford Central Secondary School	2005-2006
Conestoga Business Studies	2018
Conestoga Office Administration Studies	2018
University of Toronto Coding Bootcamp Part-time Online	Current

VOLUNTEERING - HOBBIES

- Participated in preparing a home with Habitat for Humanity
- Toastmasters International VP of Membership - Co-operators Guelph 2017
- Collections Canada Poll Clerk - 2015
- Percussion, Guitar, Fiddle for Celtic and Folk Music

PROFESSIONAL REFERENCE

Sheri Epoch - Co-operators Support Supervisor
519-824-4400

Lissa Lichti - Long & Mcquade Store Manager
519-949-2244

CHARACTER REFERENCE

Christine Brine - Municipal Operations
519-284-2340

Amy Cubberly - Cultural Services
519-284-3556

Andrea Macko-Hodges - Event Coordinator
519-284-2820